



**COOK SPECIALIST I (CORRECTIONAL FACILITY)**  
**COOK SPECIALIST II (CORRECTIONAL FACILITY)**  
**Final Filing Date: CONTINUOUS**

**OPEN - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:  
  
SEE ATTACHED LISTING

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location during each testing period listed above. Applications may be filed in person or by mail.

**APPLICATION DEADLINE/ REQUIREMENTS** Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.  
  
**NOTE:** Only applications with an original signature will be accepted.  
  
**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**TEST DATE** To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

**SALARY RANGE(S)** As of: March 17, 2006  
**Cook Specialist I (CF):**  
**\$2,222 - \$2,701**  
  
**Cook Specialist II (CF):**  
**\$2,485 - \$3,021**

**MINIMUM QUALIFICATIONS** **Cook Specialist I (Correctional Facility)**  
  
**Either I**  
One year of experience in the California state service performing the duties of a Food Service Technician I (Correctional Facility).  
  
**Or II**  
**Experience:** One year of experience in assisting a cook in the preparation and cooking of a varied menu. (Full-time training in a recognized trade school or training program for cooks may be substituted for the required experience on the basis of one month of school attendance being equal to two months of experience.)  
  
**Cook Specialist II (Correctional Facility)**  
  
**Either I**  
Two years of experience in the California state service performing the duties of a Cook Specialist I (Correctional Facility) or Cook Specialist I.  
  
**Or II**  
Three years of experience as a cook in one or a combination of the following:  
  
1. Preparing food for at least 250 persons a meal with experience at the various stations, not less than six months of which shall have been in charge of the work of kitchen helpers or others doing similar work. **or**  
  
2. Personally preparing complete breakfasts, lunches, and dinners for 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.)  
  
(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than two years of either type of the required experience on the basis of one month of such school attendance being equal to two months of experience.)  
  
**Special Personal Characteristics:** Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.  
  
**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION  
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Cook Specialist I (Correctional Facility)

- Scope:**  
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:**
- 1. Kitchen sanitation and safety measures
  - 2. Food handling sanitation
  - 3. Principles, procedures and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity
  - 4. Methods and procedures used in the operation, cleaning and care of utensils, equipment and work areas
- B. Ability to:**
- 1. Complete satisfactorily a training program in the preparation and cooking of all food groups
  - 2. Follow directions
  - 3. Keep records
  - 4. Analyze situations accurately and adopt an effective course of action
  - 5. Communicate at a level appropriate to the classification

Cook Specialist II (Correctional Facility)

- A. Knowledge of:**
- 1. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity
  - 2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas
  - 3. Food handling sanitation
  - 4. Food values as well as nutritional and economical substitutions within food groups
  - 5. Principles of effective supervision and instructing and working with assistants and helpers from the resident population
  - 6. Food accounting and keeping records and preparing reports
- B. Ability to:**
- 1. Communicate at a level required for successful job performance
  - 2. Prepare and cook all food groups and use appropriate equipment
  - 3. Judge food quality
  - 4. Plan work schedule and prepare and follow menus, recipes, and formulas
  - 5. Determine food quantities necessary for groups of varying size
  - 6. Instruct and work with assistants and helpers from the resident population
  - 7. Keep records and prepare reports
  - 8. Analyze situations accurately and adopt an effective course of action

ELIGIBLE LIST  
INFORMATION

Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

The **Cook Specialist I (Correctional Facility)** under supervision, in a State correctional facility within the Department of Corrections and Rehabilitation, will assist in preparing, cooking, and dispensing food for the residents and employees of the facility; will care for culinary equipment, supplies, and work areas; will work with employees and helpers from the resident population; will maintain order and supervise the conduct of inmates, wards, residents, or patients; will protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers, and do other related work.

The **Cook Specialist II (Correctional Facility)** prepares, cooks, and dispenses soups, sauces, meats, eggs, dairy products, vegetables, salads, salad dressing, fruits, pastries, desserts, breads, and beverages; cleans and maintains culinary utensils and equipment and the working area with the assistance of helpers from the resident population; evaluates their performance and takes or recommends appropriate action; may plan menus; inspects personnel and working areas and maintains safety and sanitation standards; reports on the work progress of assistants; keeps records; as required, requisitions, receives, inspects, stores, and inventories supplies; and acts for the Supervising Cook in his/her absence; and does other related work.

Position(s) exist with the institution(s)/location(s) listed on the attached listing with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS  
Cook Specialist I/II, (CF).doc/CRG Rev. 1/24/06

<b>COOK SPECIALIST I/II (CORRECTIONAL FACILITY)/2187 - 2186</b> <b>EXAMINATION INFORMATION CONTINUED</b>		<b>BRD: 5/18/06</b> <b>FFD: CONTINUOUS</b>
CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TDD: (800) 735-2929	CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 EXT. 5021 TDD: (800) 735-2929	CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TDD: (800) 735-2929
CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2929	CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TDD: (800) 735-2929	CALIFORNIA STATE PRISON, CORCORAN P.O. BOX 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 EXT. 5009 TDD: (800) 735-2929
SALINAS VALLEY STATE PRISON P.O. BOX 1020 31625 Highway 101 Soledad, CA 93960-1020 (831) 678-5500 EXT. 5565 TDD: (800) 735-2929	SIERRA CONSERVATION CENTER P.O. BOX 497 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TDD: (800) 735-2929	WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TDD: (800) 735-2929
EL PASO DE ROBLES YOUTH CORR FACILITY 4545 Airport Road Paso Robles, CA 93447 (805) 227-2509 TDD: (800) 735-2929	PRESTON YOUTH CORR FACILITY 201 Waterman lone, CA 95640 (209) 274-8330 TDD: (800) 735-2929	NORTHERN CA YOUTH CORR CENTER 7650 South New Castle Stockton, CA 95213 (209) 944-6305 TDD: (800) 735-2929
VENTURA YOUTH CORR FACILITY 3100 Wright Road Camarillo, CA 93010 (805) 278-3726	SOUTHERN YOUTH CORR RECEPTION CENTER AND CLINIC 13200 South Bloomfield Norwalk, CA 90650 (562) 868-9979 EXT. 2381	RICHARD A. MCGEE TRAINING CENTER 9850 Twin Cities Rd. Galt, CA 95632
HEMAN G. STARK YOUTH CORR FACILITY 15180 Euclid Avenue Chino, CA 91710 (909) 606-5020 TDD: (800) 735-2929		